WV State Auditor's Office
Electronic Invoice Imaging Standards and Requirement Policy

Effective Immediately

Denoted below are the technical standards and required transfer protocol for electronic invoice presentation to the West Virginia State Auditor's Office. These standards are intended to define the only "acceptable" image format and means of transfer by which the State Auditor's Office will accept, process, and store the electronic images.

These standards should in no way be interpreted to overrule, supersede, or in any way change requirements mandated by West Virginia State Code, legislative rules, administrative policy and procedures, and /or Federal guidelines. Electronic documents presented in this format, will however, have the same legal and binding effect as paper copies sent to the Auditor's Office as part of the payment process. Documents sent in the prescribed format will be maintained by the State Auditor's Office on an "unalterable" (write once read many) WORM disk for a period consistent with the current paper invoice retention policy.

Technical Standards and Transfer Protocol:

Digital Signature: All imaged documents will be sent with a digital signature using Pretty Good Privacy (PGP) digital signatures. The agency will exchange public keys with the WV State Auditor's Office and will sign their imaged documents before transmission. The digital signature will enable the WV State Auditor's Office to verify the authenticity of the imaged document and will also provide non-repudiation.

Resolution: Minimum 200 Dots per Inch (dpi) with a maximum dpi not to exceed 300

File Format: Compressed Adobe Portable Document Format (PDF)

Transfer Protocol: Web Services or File Transfer Protocol (FTP)

Color: Black and white only

File name: 10 character corresponding FIMS document number (leading "I" alpha character plus 9 character numeric value with leading zeros) Example - I007893457.

Annotations: Annotations to the image such as sticky notes, bookmarks, rubber stamps, highlighters, etc., may affect the compatibility of files. Some vendor annotation programs change the file format. Permanent and long-term documents should not be annotated in order to maintain their legal integrity.

There are other technologies that may be used in conjunction with document management/imaging systems, bar codes, OCR, document versioning, etc. Each of these should be reviewed to address how this technology fits within the system design, ease of use, provides for accuracy and meets basic records management guidelines including document integrity. Always practice "due diligence" when considering the use of these or any other technologies.

Specific questions and/or technical assistance inquiries should be directed to Neil Legg at 304.558.2251, neil.legg@wvsao.gov.